

## 2013-2014 VERIFICATION COLLECTION REPORT

Verification is the confirmation of eligibility for free and reduced price meals under the National School Lunch Program and the School Breakfast Program. The district/school/RCCI is confirming the income a household reported on the Iowa Eligibility Application or a Food Assistance Program or Family Investment Program (FIP) case number reported on the Iowa Eligibility Application.

Verification is to be completed by School Food Authorities (SFAs) participating in the National School Lunch Program. Residential Child Care Institutions that **have day students** must complete verification on applications submitted by day students. New in FY14, Residential Child Care Institutions that **do not have day students** are required to complete the Verification Collection Report. SFAs participating only in the Special Milk Program **are exempt from the verification process.**

### **NEW for FY14: Verification Collection Report**

USDA developed a new reporting form to collect information related to the verification process. They are now requiring the district/school/RCCI report in greater detail.

- All SFAs that operate the School Breakfast Program or National School Lunch Program must complete the Verification Collection Report on the CNP2000 system.
- The number of applications verified for cause will be reported on the Verification Collection Report.
- RCCIs that are exempt from the verification process and SFAs that didn't have any free or reduced price applications on file October 1 to verify must complete the new Verification Collection Report indicating no verification was performed.

There are differences in how public and nonpublic SFAs report compared to RCCIs so we are doing separate webinars.

For public and nonpublic SFAs, a webinar is scheduled for January 3, 2014, 9:00-10:30AM and will be repeated on January 6, 2014, 1:00-2:30PM. For RCCIs, the Verification Collection Report webinar will be December 16, 2013, 1:00-2:30PM.

Most of the information USDA is requesting on the new report is the same as in the past but the manner in which it is reported is different. Two of the main changes are how the SFAs report the students eligible for free and reduced price meals. The district/school/RCCIs will now report the following categories **for students approved as Free eligible but NOT subject to verification:**

1. **Students directly certified through Supplemental Nutrition Assistance Program (SNAP) in Iowa it is called the Food Assistance Program:** Do **not** include students certified with **SNAP/Food Assistance Program** through the letter method. Do not include students Directly Certified via Family Investment Program (FIP) or foster children Directly Certified.
2. **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (**TANF**) **in Iowa this is the Family Investment Program (FIP)**, Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include Food Assistance Program students already in the above category.**
3. **Students certified categorically FREE eligible through SNAP/Food Assistance Program (in Iowa) letter method.** Include students certified for free meals through the family providing a letter from the **Food Assistance Program** agency.

**For students approved as Free or Reduced Price eligible through a household application the SFAs will continue to report the number of applications as of October 1 and the number of students as of October 31:**

1. **Approved as categorically FREE Eligible.** Based on those providing documentation (e.g. a case number for Food Assistance/SNAP, FIP, FDPIR on an application).
2. **Approved as FREE eligible.** Based on household size and income information.
3. **Approved as REDUCED PRICE eligible.** Based on household size and income information.

#### **DUE DATES FOR SCHOOL YEAR 2013-2014**

- **November 15, 2013:** Verification activities must be completed. Verification of an individual application is complete when a household's eligibility is verified, or changed to a higher benefit level, or a letter of adverse action has been sent informing the household those benefits will be reduced or terminated.
- **December, 2013:** The new Verification Collection Report will be available in early December on the CNP 2000 system.
- **January 31, 2014: NEW DATE –Required by USDA**  
Verification Collection Report must be completed on the CNP 2000 system. The January and subsequent claims for reimbursement will be held if the Verification Collection Report is not completed on the CNP 2000 system by this date.